

THE STANDARD



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PAM SAYS...



The idea of this newsletter came about as a result of the strategic planning session

for OMB that was held in April of 2008. Everyone in OMB agreed we needed more communication both internally and externally. This newsletter is one of our efforts to improve our external communication, and I must say, I think it is a great idea!

Our goal is to produce the newsletter twice a year—once in the fall and again in the spring. I hope you will take a few minutes to read this newsletter, and I hope you find something in the newsletter that is of value to you. We welcome your thoughts and suggestions for articles for future

issues. Please send your comments or suggestions to Lori Anderson at loranderson@nd.gov

*Welcome to the
first edition
of OMB's
newsletter!!*

Also, we've attached to this first issue of our newsletter our newly developed Strategic Plan Brochure. This brochure was also a product of our strategic planning session.

We are excited about our future and the direction of OMB and wanted to share our new mission and goals with you, our customers.

Enjoy this newsletter. This is an important step at becoming a better OMB.

Pam Sharp
Director of OMB

CENTRAL SERVICES DIVISION

Central Services Division
consists of four operations.
They are:

***State Procurement
Office, Central
Duplicating Services,
Central Supply, and
Surplus Property***

With the exception of Surplus Property, all services are provided to state agencies and institutions. In addition to state agencies and institutions, Surplus Property also serves political subdivisions, certain non-profit organizations, and the general public.

The ***State Procurement Office*** provides procurement services and assistance to state agencies and institutions and manages the PeopleSoft vendor database. Because the procurement function is largely decentralized, the State Procurement Office concentrates on state-wide term contracts and some agency-specific contracts. The State Procurement Office has developed and implemented a training program

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WWW.ND.GOV/HRMS

has a new look

HRMS
Human Resource
Management Services



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The Human Resource Management Services website has been redesigned with several new features. This new look will offer our customers easy access to timely and quality information.

If you are new to the website and not sure where to go, you can search the complete website by entering a key word in the Search field. Or you can select from the three major categories: Job Seekers, State Employees, and Managers.

- ***Job Seekers*** will find a list of current job vacancies with the State, which can be sorted by job title, location, agency, and closing date. They will also be able to access the application forms. In addition, they will learn about the benefits available to state employees and the State's internship program.
- ***State Employees*** will find information on training opportunities, as well as a resource catalogue which lists library materials available from various state agencies. They will also have access to detailed

information on benefits available to state employees. In fact, there will soon be a feature where state employees will be able to calculate the value of their benefits. The suggestion incentive program and mediation are also featured.

- ***Managers*** will find invaluable information on supervision and management: HR administrative rules; compensation; the classification process, including an index of all class descriptions sorted in alpha or class code order; recruitment and selection; performance management; the grievance appeal process; a sample HR policy manual; reports and presentations on benefits and compensation issues, and HR forms.

In addition to the above, HRMS will continue to provide the latest news on human resource issues: meeting schedules, rule changes, upcoming legislation, etc. So visit www.nd.gov/hrms today; there's something for everyone!

FACILITY MANAGEMENT

The Facility Management division of the office of Management and Budget is responsible for the Capitol complex. Our mission is to provide a clean and safe environment for all using the Capitol grounds. As part of our responsibilities and duties, we provide planning and construction management for Legislative appropriated projects within the buildings and surrounding grounds located within our 132 acres. Our Capitol grounds consist of approximately 850,000 square feet of area within the Capitol, the Department of Transportation Building, the Heritage Center, the Liberty Memorial Building and the State Office Building and 10,000 square feet of public and private space in the Governor's residence.

While working in or visiting the Capitol grounds you will become aware of three projects that will be completed during the fourth quarter of 2008. *These projects include:*

- the addition of three 1,000 kw generators that provide enough energy to keep the Capitol, Judicial Wing, Department of Transportation Building,

Heritage Center and Liberty Memorial Building open and operating during a scheduled or non-scheduled power outage;

- the restoration of the brass located within the ground floor and Memorial Hall as well as the cleaning of the black Belgium marble wall leading from the ground floor to Memorial Hall; and

- the addition of a new multi-use trail along the north and west portion of the grounds. This portion of the multi-use trail begins in the northeast quadrant of the property and ends at the arboretum trail on the west side along North 4th Street. This .967 mile addition to the Capitol multi-use trail will allow employees and visitors the opportunity to travel the entire perimeter of the Capitol grounds.

Our generator addition project also featured many energy saving initiatives resulting in a 12% reduction in energy use (or over 1,200,000 kilowatt hours) and a 20% reduction in overall demand. The summation of all these energy saving initiatives



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whereby the procurement liaisons from the various agencies learn best practice in public procurement. Management of the PeopleSoft vendor database is accomplished with a staff of four and includes all vendors paid by the state including those from the ND University System. There are approximately 105,000 vendors in the database.

Central Duplicating Services provides a variety of services to state entities. They include:

- Offset printing and copy-related services in black and/or color including collating, stapling, folding, binding, drilling, and padding for a variety of print projects. Some types of printing done are envelopes, letterhead, business cards, forms, brochures, and booklets.
- Electronic file submission of print jobs.
- Delivery service to on-campus agencies.
- Estimates on printing projects for budgeting monies and/or grants.
- Mailings – Automated inserting up to five sheets into envelopes, sealing, addressing from your address list, and mailing either standard (bulk) or first class.
- Graphic design. The two graphic artists work with agency personnel in designing new projects and/or re-designing existing projects.
- State employee ID cards.
- CD/DVD duplicating including the designing and printing of a label on the disc and the case insert.

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- VHS tape to DVD conversion.
- Laminating from business card size to 11" x 17" posters.
- Document shredding and media destruction. Numbered and locked containers are placed on site. Pickup of filled containers is done based on the agency's need, i.e. weekly, bi-monthly, monthly, or as needed.

Central Supply stocks commonly-used office items and makes them available to state entities. The items are purchased from a state term contract at a reduced cost and resold to agencies. A catalog is available on-line or in hard copy and orders can be placed on-line as well as in hard copy. The Central Supply facility is located on the Capitol complex for convenience. Orders are usually filled within 24 hours of receipt and delivered to agencies located in the Capitol, the Judicial Wing, and the Department of Transportation building.

Surplus Property's mission is two-fold - the disposition of state-owned fixed assets and the redistribution of Federal surplus property to eligible entities.

1. Items no longer needed by a state agency are reported to Surplus Property who arranges for their delivery to the distribution center. They are transferred to other state entities at fair market value or sold to the general public. In an effort to maximize the return to the State, items are sold on-line through eBay after it has been determined that there is no re-use potential

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RISK MANAGEMENT

After many years of dedicated service to the State as the Director of the Risk Management Division, Jo Zschomler retired at the end of September. The new Director is Tag Anderson who previously worked as an Assistant Attorney General with the Office of Attorney General.

The Risk Management Division continues to adopt a proactive approach to reducing the State's exposure to loss from claims made by third parties injured as a result of actions taken by the State and its employees. One primary method is to encourage all agencies to adopt effective loss control practices. Agencies that do so may apply for discounts to their contributions to the Risk Management Fund. Risk Management bases its discount requirements on an analysis of what type of documented practices can minimize the claims and lawsuits that have proven to be the most costly for the State.

Every two years an actuary reviews the financial status of the Risk Management Fund and determines the level of contribution needed to ensure the Fund remains viable for the next biennium. Since the inception of the loss control and discount programs, contribution

rates for the State's tort liability have been reduced from a high of \$5,334,856 to \$2,649,997 for the 2009-11 biennium. The number of third party claims have been reduced from a high of 351 to an average of 192 for the past three years; and, State entities have saved \$854,819 in contributions to the Risk Management Fund.

A similar preventative approach is used to reduce employee injuries and the State's exposure to workers' compensation claims. The use of ergonomic assessments, designated medical providers, return to work programs and other loss control practices, together with the WSI deductible program have resulted in considerable savings. WSI estimates that since the inception of the Risk Management Workers Compensation Program, for the period of July 1, 2001 through June 30, 2008, the savings to state entities is \$8,213,056.

Both discount programs essentially focus on best business practices. By adopting and documenting that these best business practices are followed, state entities can more effectively avoid claims, defend lawsuits that are brought and reduce the

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FISCAL MANAGEMENT

The budget division released guidelines to state agencies for preparation of the 2009-11 biennial budget on April 7. The budget staff has been working with agencies as they develop and submit their requests. Currently meetings are being held with agencies to discuss their requests and recommendations are being formulated. With one initiated measure and one constitutional measure on the November 4 ballot, that if passed, will affect available revenue, the budget staff is preparing multiple budget recommendation scenarios. Governor Hoeven's budget recommendations will be released December 3.

The accounting division undertook the successful upgrade of the PeopleSoft financial suite to version 9.0. This was the first upgrade since the initial implementation in 2004. The upgrade provided additional functionality to all users.

Our procurement card (p-card) vendor, GE, was purchased

by American Express. This necessitated issuing an RFP earlier than expected. Proposals have been received and demos were held October 1 and 2 for the top four firms. We expect to have a new contract signed by the end of the year.

The payroll staff has implemented the Absence Management module of PeopleSoft allowing on-line requesting and approval of leave. The Absence Management module then applies the leave taken directly to the employees leave balances without further data entry.

The Comprehensive Annual Financial Report (CAFR) staff is working on the Fiscal Year 2008 report. The report will be completed and audited by the end of the year. Every year since 1991, the CAFR staff has received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

abrogating sovereign immunity. However, Risk Management does more than simply handle claims against the State and its employees. Risk Management is an important partner with all state entities in helping prevent claims from occurring in the first place. ●

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by another state entity. Not only do eBay sales maximize the return to the State, it also makes at least some state property available to all citizens (taxpayers) across the State of North Dakota.

2. Surplus Property also acquires property no longer needed by the Federal government and redistributes it to eligible entities in the State. Eligibility requirements are defined in Federal statute and include state agencies, political subdivisions, and certain non-profit public health and education organizations.

More detailed information including individuals to contact about the programs and services offered by Central Services Division can be found on the website <http://www.nd.gov/csd/> ●

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has equated to a cost reduction and cost avoidance of over \$200,000 per year or \$400,000 per biennium. An additional positive result to implementing these saving initiatives is the State renegotiated our large capacity use contract with Montana-Dakota Utilities. Our new contract allows for the State to sell to MDU our excess capacity of electricity during a power outage. This excess electricity can be used to supply electricity to over 100 households within the community. This partnership is an excellent example of how public and private sectors working together can enhance the utility needs of the Bismarck-Mandan community. ●

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lost productivity resulting from workplace injuries.

The Risk Management Division was established following the North Dakota Supreme Court decision